

***NATIONAL WEATHER SERVICE INSTRUCTION 10-101
NOVEMBER 11 2003***

***Operations and Services
NWS Requirements NWSPD 10-1***

CHANGE MANAGEMENT PROCESS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>

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Certified by: OS1 (J.Lee)

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SUMMARY OF REVISIONS: Supersedes Weather Service Operations Manual (WSOM) Chapter A-21, Appendix B, “NWS Configuration Management for Operational Systems, Data Review Group Terms of Reference”, Issuance 92-01, dated April 24, 1992.

Signed by
Gregory A. Mandt
Director, Office of Climate,
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October 28, 2003
Date

NWS Change Management Process

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1. Introduction: This directive gives an overview of the framework, functions, criteria, and organizational accountability for each phase of the National Weather Service (NWS) Change Management Process (CMP). This directive implements Policy Directive (10-1), NWS Requirements.

2. Purpose: Provides a process that ensures an orderly and trackable means for effecting change to operational NWS Systems under change management. Appendix A lists all of the systems currently under NWS change management. Change Management applies technical and administrative direction to control changes, record and report change processing, and verify compliance with established requirements. The change request provides the vehicle for this purpose.

3. CMP Framework: The NWS CMP framework of repeatable functional steps consists of the seven functional phases listed below:

1. Identification and Submission of Need
2. Requirement Validation

3. Submission of Change Request
4. Database, Dissemination, and Review
5. Development of Solution and Identification of Resources
6. Adjudication and Notification
7. Implementation

Each NWS program and project under change management must comply with this instruction. A change request is used when a need reflects changes to a system under an existing requirement. Use the Operations and Service Improvement process to establish a new requirement.

3.1 Identification and Submission of Need: An operational need is a desired outcome. An identified need is submitted via the web-based Needs Input Form, in accordance with the Operations and Service Improvement process. The Office of Climate Water and Weather Services (OCWWS) is responsible for tracking the needs. An identified need is translated into a requirement via a joint effort between (OCWWS), the user, and affected service branches in accordance with the Operations and Service Improvement process.

3.2 Requirement Validation: As described in the Operations and Service Improvement process, the requirement is validated by the appropriate authority/requirement owner. Service requirements are validated by the affected service branches/divisions. System level requirements are validated by the associated program authority.

3.3 Submission of Change Request: Once a requirement is established, a change request is submitted. The requirement translates into various aspects related to the change request. A change request is prepared and submitted to the OCWWS via the appropriate submitting authority. The submitting authority can be either the Office Director, Regional Director, Program Manager or designee. The submitted change request references the requirement. Submissions are sent in electronic (softcopy) form to mailbox *NWSRC@noaa.gov*.

3.3.1 NWS Change Request: The NWS standard for submission of a change request is the Request for Change (RC) NWS Form 1001 (reference Appendix B, RC Form Template and Instructions). The RC NWS Form 1001 is located at www.nws.noaa.gov/oso/oso1/oso112. The RC form consists of three parts (Part A, Part B, and Part C). Any additional information, diagrams, graphs, or drawings become attachments to the RC. The attachments expand on items listed, and provide any additional technical information needed. The submitter is responsible for preparing and coordinating the RC with the “sponsoring office” and/or Configuration Control Board (CCB) representative, and ensuring all necessary parts of the RC are completed prior to formal submission. The change analyst will assist the submitter if needed.

Part A provides a description, Data Products supplement, and a decision block for the RC. This section describes the program(s) affected, the scope of the RC, the statement of (or reference to) the requirement, the problem or deficiency of the existing system, the solution(s), and the justification for the change. Part A tracks the decision of the various boards which review and approve the RC. The Data Products Supplement details the information for Data Product

submission. If Data Products are not used in the RC, the supplement does not need to be completed.

Part B provides a description of the Physical Item and Document Impact Matrix Supplement, Funding Information, and Supporting Information and Schedules. The Matrix supplement is required prior to the creation of Engineering Modification Notes and Software Release Notes. Funding information covers funding cycles, and total cost. Supporting Information and Schedules enumerate the time constraints needed to be addressed during system life cycle changes.

Part C details implementation documents required and implementation activities.

Multi-agency programs may submit Requests for Change (RC), Configuration Change Request (CCR), Engineering Change Proposals (ECP), or Preliminary Engineering Change Proposals (PECP) via an established notification and review system for the particular programs.

3.4 Database, Dissemination, and Review: Once a change request is received by OCWWS, the change request is assigned to a Change Management analyst for evaluation. An initial review by the change management analyst ensures that all entry items needed on the change request are completed. The change management analyst reviews the material for administrative and technical merit, and enters it into the Change Management Database and assigns a tracking number. The change management analyst prepares the change request package for formal review. Included in the package is the change request form, and any additional attachments and comments.

The change management analyst disseminates the change request to all appropriate focal points and other involved parties for review and comment. The focal points include representatives from NWS Headquarters, Regional Headquarters, National Centers, and other agencies, if program appropriate. The change management analyst is responsible for addressing issues or comments and coordinating the resolution of issues. Reviews are conducted at the following levels as required or appropriate:

1. Standard Reviews
2. Fast Track Changes
3. Expedited Approvals

3.4.1 Standard Reviews: All focal points are responsible for providing a review fully staffed through their office and providing appropriate comment and recommendation. Interested parties are given an opportunity to review and comment. Final decision is made by consensus.

The standard review and adjudication period is thirty days. Some change requests may take longer if more information is needed or issues must be resolved.

3.4.2 Fast Track Changes: Fast Track RCs are those which follow a fast track approval

process, whereby the approval may be granted by the document/ requirements owner if all of the necessary criteria are met. Fast Track refers to the approval process and not the time required for implementation. The four criteria which must be met to be a Fast Track Change are:

1. No new requirement
2. The solution is identified
3. All necessary resources are available
4. All required coordination is completed or underway

3.4.3 Expedited Approvals: Expedited Approval disseminates the RC to the focal points and requires a limited time for response. The criteria which must be met for Expedited Approval are: short timeliness issues and/or the change affects NWS mission for protection of life and property.

3.5 Solution Development and Identification of Resources: A critical portion of the change request involves identification of solution(s) and allocation of resources. For change requests, the steps identified in NWSRC Form 1001 Part C (Change and Implementation Activities) must be identified prior to final change request adjudication.

3.6 Adjudication and Notification: The appropriate authority/board adjudicates the change request. There are various levels of authorities/boards including the program , the Configuration Control Board (CCB) , the Program Management Committee (PMC) , and the NWS Corporate Board . Change requests will be referred to the next higher level of authorities/boards if:

1. The proposed change reaches a certain cost threshold, (thresholds vary according to program),
2. The proposed change has policy implications beyond the scope of the CCB, and/or
3. Consensus decision cannot be reached regarding a proposed change.

Upon completion of the decision-making activity, the change management analyst notifies the user/submitter and other appropriate authorities of the conclusion. The final decision is made by consensus. If a consensus can not be obtained, issues are elevated to a next higher level authority or NWS Corporate Board.

3.7 Implementation: An approved change is authorized for implementation.

Implementation may be broken down into specific milestones and milestone verification steps. Such include the development of modification or implementation notes, drawings and documentation updates, procurement of products and services required, and update of Configuration Management Database and related documents. Once all phases of the milestones are completed, the change request becomes fully implemented and is thereby closed. The new configuration(s) become part of the baseline.

APPENDIX A - Systems Under NWS Change Management

Automated Surface Observing System (ASOS)
Advanced Weather Interactive Processing System (AWIPS)
Change of Operations
Cooperative Station Service Accountability (CSSA)
Data Products
NOAA Weather Radio Console Replacement System (NWR CRS)
Radiosonde Replacement System (RRS)
Next Generation Weather Radar (NEXRAD)

APPENDIX B - Acronyms

CCB	Configuration Control Board
CCR	Configuration Change Request
ECP	Engineering Change Proposal
OCMP	Operational Change Management Process
OCWWS	Office of Climate, Water, and Weather Services
PECP	Preliminary Engineering Change Proposal
PMC	Program Management Committee
RC	Request for Change
RCMB	Requirements and Change Management Branch

APPENDIX C - RC Form Template and Instructions

NWS CHANGE FORM PART A - COVER SHEET			1A. DATE SUBMITTED	
			1B. DATE RECEIVED	
This form is in three parts. Submitters must complete unshaded blocks in Part A and as much of Part B and C as possible. If there is no specific required change date, enter 60 days from date submitted. Address questions to NWS Change Management at (301) 713-1373. Submit change requests to the NWSRC mailbox (External: NWSRC@noaa.gov).				
2. ORIGINATOR OFFICE	3. SUBMITTING AUTHORITY Name: Routing Code:	4. COGNIZANT TECHNICAL INDIVIDUAL Name: Routing Code: Phone:		5. ORIGINATOR TRACKING NUMBER
6. SYSTEMS AFFECTED BY CHANGE <input type="checkbox"/> DATA PRODUCTS <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> ASOS <input type="checkbox"/> AWIPS <input type="checkbox"/> NEXRAD <input type="checkbox"/> RRS <input type="checkbox"/> CRS				7. WSH TRACKING NUMBER 7A. REV LEVEL
8. TITLE OF CHANGE				9. OPERATIONAL REQUIREMENTS DOCUMENT IDENTIFIER
10. CATEGORY OF CHANGE <input type="checkbox"/> RC <input type="checkbox"/> PECP <input type="checkbox"/> ECP			11. CLASS OF CHANGE <input type="checkbox"/> CLASS I <input type="checkbox"/> CLASS II	
12. TYPE OF CHANGE <input type="checkbox"/> DOCUMENTATION ONLY <input type="checkbox"/> HARDWARE <input type="checkbox"/> SOFTWARE <input type="checkbox"/> DATA				
13. SITES AFFECTED				
14. STATEMENT OF REQUIREMENT, PROBLEM, OR DEFICIENCY OF EXISTING SYSTEM				
15. KNOWN OR PROPOSED SOLUTION				
16. ALTERNATE SOLUTIONS				
17. REQUIRED CHANGE DATE	18. RATIONALE FOR REQUIRED CHANGE DATE		19. PRIORITY <input type="checkbox"/> ROUTINE <input type="checkbox"/> URGENT <input type="checkbox"/> EMERGENCY	
DRG/CCB/PMC/CMB DECISION				
20. DECISION AUTHORITY LEVEL	<input type="checkbox"/> FAST TRACK <input type="checkbox"/> CCB LEVEL ONLY <input type="checkbox"/> PMC or NWS CMB DECISION REQUIRED			
21. CCB LEVEL DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND APPROVAL			SIGNATURE
				DATE SIGNED
FOR USE ONLY WHEN PMC or NWS CMB DECISION REQUIRED				
22. PMC OR NWS CMB DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			SIGNATURE/DATE

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NWSRC Form 1001 (Rev A, 12/15/02)

Part A - Page 2 (Data Products Supplement)

NWS CHANGE FORM PART B - FUNDING AND SUPPORT ACTIVITIES				1. ORIGINATOR TRACKING NUMBER	
All RC/ECP submissions must also address the following information. Attach extra pages if necessary, referencing each applicable subject.				2. WSH TRACKING NUMBER	
				2A. REV LEVEL	
FUNDING INFORMATION				SOURCE OF FUNDING	
3A. DEVELOPMENT COSTS				3B.	
				3C. \$	
4A. OPERATIONAL TEST AND EVALUATION COSTS				4B.	
				4C. \$	
5A. PRODUCTION COSTS				5B.	
				5C. \$	
6A. COMMUNICATIONS SERVICE/CIRCUITS COSTS				6B.	
				6C. \$	
7A. IMPLEMENTATION SUPPORT COSTS				7B.	
				7C. \$	
8A. LIFE CYCLE SUPPORT COSTS				8B.	
				8C. \$	
9A. CCB COST EVALUATION				9B. TOTAL COST	
NWS COST \$		FAA COST \$		DOD COST \$	
				OTHER AGENCY COST \$ (SPECIFY)	
SUPPORTING INFORMATION AND SCHEDULES					
10. DEVELOPMENT STATUS/SCHEDULE			11. PROCUREMENT STATUS/ SCHEDULE		
12. IMPLEMENTATION/RETROFIT STATUS/SCHEDULE			13. FACILITY INFORMATION		
14. COMMUNICATIONS RESOURCES TO BE INSTALLED			15. COMMUNICATIONS RESOURCES TO BE REMOVED		
16. REQUIRED CLEARANCES, WAIVERS, AND LICENSES			17. COORDINATION OF CHANGE WITH OTHER CHANGES		
18. PHYSICAL ITEMS AND DOCUMENTS AFFECTED			19. STAFF RESOURCE IMPACTS		
20. LOGISTICS IMPACTS			21. OPERATIONAL IMPACTS		
22. ADDITIONAL MAJOR CHANGE ACTIVITIES					

[illegible]

NWS CHANGE FORM					
PART C - CHANGE AND IMPLEMENTATION ACTIVITIES				1. ORIGINATOR TRACKING NUMBER	
Submitters should propose implementation actions; WSH will assist with and supplement actions or required statements when necessary.				2. WSH TRACKING NUMBER	
				2A REV LEVEL	
3. IMPLEMENTATION DOCUMENTS REQUIRED					
<input type="checkbox"/> Engineering Modification Note <input type="checkbox"/> Software Release Notes <input type="checkbox"/> Other Document (Specify)_____					
ADDITIONAL IMPLEMENTATION INSTRUCTIONS					
4. IMPLEMENTATION ACTIVITY REQUIRED			5. REQUIRED COMPLETION DATE	6. RESPONSIBLE PERSON AND OFFICE	7. DOCUMENT OR ACTION REQUIRED TO VERIFY COMPLETION

Provide all of the following information that applies to your change request. If a block is not applicable, leave it blank. If RC does not include data products changes, delete Part A - Page 2 prior to submitting the change request. If not needed, Delete Part B - Page 2 prior to submitting the change request. In case of formatting problems, contact the Requirements and Change Management Branch (W/OS12) at (301) 713-1373.

Part A, Page 1

1A. DATE SUBMITTED. Date RC submitted - email soft copy to the NWSRC@noaa.gov mailbox. For Data Review Group change requests email soft copy to DRGCM@noaa.gov.

1B. DATE RECEIVED. For Weather Service Headquarters (WSH) use to indicate the date the soft copy arrived at the NWSRC mailbox.

2. ORIGINATOR OFFICE. Office of authorized submitter, e.g., NWS, FAA, ERH.

3. SUBMITTING AUTHORITY. Name and routing code of authorized submitter usually the office director or equivalent or person formally delegated by office director or equivalent.

4. COGNIZANT TECHNICAL INDIVIDUAL. Name, routing code, and telephone number of person to be contacted by WSH offices familiar with the requirement and proposed solution.

5. ORIGINATOR TRACKING NUMBER. Originator's tracking number using local numbering system.

6. SYSTEMS AFFECTED BY CHANGE. Check off boxes for system(s) affected; if data products box checked, complete Data Products Supplement, Part A, Page 2; if other, specify system(s). For best results in checking boxes, place cursor to the left of the box and type an "x" or "X" to replace the box. If the box remains visible, delete it.

7. WSH TRACKING NUMBER. For WSH use. Number automatically assigned by Change Management Database.

7A. REV LEVEL. For WSH use to indicate revisions.

8. TITLE OF CHANGE. Concise descriptive title of change; include location(s), if applicable.

9. OPERATIONAL REQUIREMENTS DOCUMENT IDENTIFIER. For WSH use to indicate the Operational Requirements Document (ORD) appropriate for the required change. For new requirements, submitters should identify the ORD in Block 14.

10. CATEGORY OF CHANGE. Check off boxes for Request for Change (RC), Preliminary Engineering Change Proposal (PECP), or Engineering Change Proposal (ECP).

11. CLASS OF CHANGE. Check off box for Class I or Class II change. Class I changes correct deficiencies, respond to changing requirements, improve effectiveness, or reduce life cycle costs; and typically involve changes to design or software. Class II changes are not related to improvements, but instead replace obsolete components; while preserving the same form, fit, and function of the replaced components. Most changes related to user requirements are Class I changes.

12. TYPE OF CHANGE. Check off boxes for type of change; any combination of hardware, software, or data can be selected; assume documentation always applies and check documentation only box when there is no physical hardware or software change.

13. SITES AFFECTED. List of site(s) affected. If change affects multiple sites; attach Part B, Page 2. Include and specify the station or communications identifier. When referring to component information, include part and serial numbers.

14. STATEMENT OF REQUIREMENT, PROBLEM, OR DEFICIENCY OF EXISTING SYSTEM. Narrative description of problem(s); supporting information for the basis for change. For new requirements, submitters should identify the applicable ORD.

15. KNOWN OR PROPOSED SOLUTION. Submitter's recommended solution; describe how solution would be accomplished and new features; include advantages over alternate solution(s); if RC is for a data products change, describe new products or changes to existing products.

16. ALTERNATE SOLUTIONS. Potential alternate solutions(s); indicate if no alternative solutions are possible or practical.

17. REQUIRED CHANGE DATE. Date change needed; if no particular event is driving the change date, enter a date 60 days after submission date or a date that would allow a reasonable time to complete the change.

18. RATIONALE FOR REQUIRED CHANGE DATE. Event driving the change; rationale for requesting any lead time (date prior to event); description of urgency.

19. PRIORITY. Check off box for appropriate priority consistent with the established priority system for the system affected.

20-22. CCB/PMC/CMB DECISION. For WSH use to indicate decision.

Part A, Page 2 - Data Products Supplement (Include only for data products changes; all others, delete page.)

1. ORIGINATOR TRACKING NUMBER. Originator's tracking number using local numbering system.

2. WSH TRACKING NUMBER. For WSH use.

2A. REV LEVEL. For WSH use to indicate revisions.

3. NODE ID. Indicates the originating station ID, CCC.

4. AWIPS ID. NNN is the three-character AWIPS product category; XXX is the one- to three-character AWIPS product designator.

5. WMO HEADER. Corresponding WMO abbreviated heading.

6. ADD/REV/DEL. Indicates if product is to be added, revised, or deleted.
7. SEAS Y/N. Indicates if product is seasonal (yes or no).
8. CHAR PER MSG. Number of characters per message for added products or revised products, when number of characters changes.
9. FREQUENCY. Number of messages each hour, day, or month; and transmission times, if applicable.
10. NWSTG DISTR. NWS Telecommunications Gateway distribution for products.
11. NWWS PRIME UPLINK. Three-letter communications identifier for the primary NWWS data transmission uplink field site (CCC).
12. NWWS BU UPLINK. Three-letter communications identifier for the backup (NWWS) data transmission uplink field site (CCC).

For METAR Changes:

13. COMMS ID. Three-letter communications identifier for field site generating product.
14. N. LATITUDE. Latitude (North) in degrees, minutes, and seconds for field site generating the product.
15. W. LONGITUDE. Longitude (WEST) in degrees, minutes, and seconds for field site generating the product.
16. ELEV(M). Elevation to nearest tenth of a meter for the field site generating the product.
17. INTERNAL NWS USE ONLY.
18. PRODUCT SOURCE. Product source, e.g. AFOS, NCEP, NESDIS.
19. AWIPS DATA TYPE. Graphics, Grids, BUFR, Text, or Satellite (for AWIPS changes).
20. CHANGE NOTICE BLOCKS. For WSH use.

Part B, Page 1

1. ORIGINATOR TRACKING NUMBER. Originator's tracking number, if using local numbering system.
2. WSH TRACKING NUMBER. For WSH use.
- 2A. REV LEVEL. For WSH use to indicate revisions.
- 3A. DEVELOPMENT COSTS. Description of development required and sources of development effort.

- 3B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 3C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.
- 4A. OPERATIONAL TEST AND EVALUATION COSTS. Description of OT&E required and sources of testing and evaluation effort.
- 4B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 4C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.
5. PRODUCTION COSTS. Description of acquisition method for acquisition, kit proofing, spares, delivery, and documentation.
- 5B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 5C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.
6. COMMUNICATIONS SERVICE/CIRCUITS COSTS. Description of new or changed communications required.
- 6B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 6C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.
7. IMPLEMENTATION SUPPORT COSTS. Description of labor efforts (travel, installation, and administrative costs).
- 7B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 7C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.
8. LIFE CYCLE COSTS. Description of support services, equipment, and documentation costs required to maintain the product over its lifetime. This category may also include the costs of disposal at the end of its life cycle. (Do not include communications service/circuits.)
- 8B. SOURCE OF FUNDING. Office or outside agency to provide funding for each category; designate MOA, if applicable.
- 8C. COST DATA. Cost of category; include proportional split of funding among agencies, if applicable.

9A. CCB COST EVALUATION. For programs where costs are split among agencies, the configuration control board or designated analyst will indicate costs to be incurred for each agency.

9B. TOTAL COST. Estimated total cost of change; equal to the sum of all costs.

10. DEVELOPMENT STATUS/SCHEDULE. Major milestone dates such as Start, Beta Test, and OT&E of any required development.

11. PRODUCTION STATUS/SCHEDULE. Major milestone dates such as Solicitation, Contract Start Date, Delivery Date, Kit Proofing, etc., of any required procurement.

12. IMPLEMENTATION/RETROFIT SCHEDULE. Sequential implementation/retrofit plan and dates, when available.

13. FACILITY INFORMATION. Detailed facility information. (Describe and provide drawings/plans of any relocated or newly installed sensors, racks, workstations, etc.)

14. COMMUNICATIONS INSTALLED. Detailed communications additions and modifications; and entity responsible for ordering circuits; for multiple circuits and responsibilities, use Part B, Page 2.

15. COMMUNICATIONS RESOURCES TO BE REMOVED. Detailed communications terminations; and entity responsible for ordering terminations; for multiple circuits and responsibilities, use Part B, Page 2.

16. REQUIRED CLEARANCES, WAIVERS, AND LICENSES. Description of all formal permits obtained or to be obtained, and responsible entity. This includes software licenses.

17. COORDINATION OF CHANGES WITH OTHER CHANGES. List of related pending changes and coordination requirements.

18. PHYSICAL ITEMS AND DOCUMENTS AFFECTED. Affected physical items and documents; for multiple items and documents, attach Part B, Page 2. Specify if escrow packages are affected.

19. STAFF RESOURCE IMPACTS. Description of the impact on existing skills and workload of maintainers, operators, and managers.

20. LOGISTICS IMPACTS. Description of impact on facilities, maintenance, training, and support equipment.

21. OPERATIONAL IMPACTS. Description of impact on operations.

22. ADDITIONAL MAJOR CHANGE ACTIVITIES. Description of activities required to implement change; responsible entity; staff hours required; and estimated labor costs, if applicable.

Part B, Page 2

1. ORIGINATOR TRACKING NUMBER. Originator's tracking number using local numbering system.

2. WSH TRACKING NUMBER. For WSH use.

2A. REV LEVEL. For WSH use to indicate revisions.

3. ITEM TYPE: HARDWARE, SOFTWARE. Line item type, e.g., hardware or software.

4. ITEM NAME AND REFERENCE DESIGNATOR. Line item name and appropriate reference designator.

5. REMOVE, REPLACE, MODIFY. Disposition of the physical items, i.e., remove, replace, or modify the item.

6. OLD PART OR SOFTWARE VERSION. Superseded or replaced part or software version.

6A. PART NUMBER OR SOFTWARE VERSION. Identification number of physical items or software versions to be replaced. When applicable, identify part numbers or original equipment manufacturer part numbers for commercial-off-the-shelf parts.

6B. SERIAL NUMBER OR LOT.

7. NEW PART NUMBER OR SOFTWARE VERSION. New replacement item or software version.

7A. PART NUMBER OR SOFTWARE VERSION. Identification number of new replacement physical items or software versions. When applicable, identify part numbers or original equipment manufacturer part numbers for commercial-off-the-shelf parts.

7B. SERIAL NUMBER OR LOT. Serial number(s), range of serial numbers, or lot number of the new replacement physical items.

8. DOCUMENT TYPE. Type of document affected, e.g., drawing, schematic, modification note, site table, or escrow package.

9. DOCUMENT TITLE. Name of document affected by the change.

10. REMOVE, REPLACE, MODIFY. Disposition of the document, i.e., remove, replace, or modify the document.

11. OLD DOCUMENT. Superseded document.

11A. IDENTIFIER. Number or name of document superseded or modified.

11B. REVISION IDENTIFIER. Revision number of superseded document, if applicable.

12. NEW DOCUMENT. New replacement document.

12A. IDENTIFIER. Number or name of new replacement document.

12B. REVISION IDENTIFIER. Revision number of new replacement document, if applicable.

Part C

Part C is the implementation portion of the change request and is a responsibility of WSH. In Part A and Part B, submitters should have provided sufficient information needed to implement the change, but may indicate proposed actions on this page. Submitters should include regional and local responsibilities, and they may also include suggested activities to be accomplished and complete any portion of Part C that would assist WSH in creating a complete implementation plan.